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Minimum Qualification Specifications  
for the Class:

CAREER EDUCATION ASSISTANT

**Basic Education Requirement:**

Applicants must meet one of the following minimum education requirements which have been established by the State of Hawaii Department of Education for compliance with the requirements set forth for paraprofessionals in the federal No Child Left Behind Act of 2001.

1. Successful completion of 48 semester credit hours creditable toward an Associate in Arts, Associate in Science, or a bachelor's degree from a regionally accredited college or university recognized by the Hawaii Department of education. At least six (6) semester credit hours must have been in English and Mathematics.
2. Possession of an Associate in Arts or Associate in Science degree from a regionally accredited college or university recognized by the Hawaii Department of Education.

General Experience: One (1) year\* of work experience which involved direct interaction with people and which demonstrated the ability to provide and elicit information and to observe, evaluate and take action or report accurately on different situations.

In addition, either concurrently or separately, there must be evidence of demonstrated ability to organize materials, maintain records, and write descriptions, consisting of a few sentences, of occurrences or observations. There must also be a demonstrated awareness of basic educational programs, goals, functions, and activities which may have been gained through involvement in activities such as serving on school/community committees, advising youth groups, or taking part in parent/teacher/student meetings and activities.

Specialized Experience: Two (2) years\* of work experience which involved direct contact with students to foster their academic, personal, social, and/or vocational development.

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\* A year of General or Specialized Experience is defined as a school year of approximately 180 "teacher duty" days or approximately 38 weeks per year.

One year of the required work experience must have been in a career education program involving maintaining and overseeing the activities of a career guidance resource center; maintaining materials and/or an informational system of careers and post high school training and education; instructing students in the use of resource materials; and performing or assisting in scheduling and coordinating activities related to the career education program. The work experience in a career education program must have been at least comparable<sup>†</sup> to that of the class Educational Assistant III in the State service.

This type of work experience is usually gained in an educational setting by positions performing a variety of supportive services to professional personnel directly engaged in the academic, personal, social, and/or vocational development of students.

**Substitutions Allowed:**

Substitution of Education for Experience:

1. Possession of a Certificate of Completion in Child Services or related program from an accredited community college may be substituted for one-half (1/2) year of General Experience.
2. Successful completion of coursework in a curriculum leading to an Associate in Science degree in Teacher Aide, Educational Assistant, Early Childhood Education or equivalent, from an accredited community college which did not include the completion of a practicum which involved instruction-related activities may be substituted for the General Experience on the basis of fifteen (15) semester credits for one-half (1/2) year of the experience.
3. Successful completion of coursework in a curriculum leading to an Associate in Science degree in Teacher Aide, Educational Assistant, Early Childhood Education or equivalent, from an accredited community college which included the completion of practicum which involved instruction-related activities may be substituted for General and/or Specialized Experience on the basis of fifteen (15) semester credits for one-half (1/2) year of experience, but not for the one (1) year of Specialized Experience which was in a career education program.

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<sup>†</sup> "Comparable" work is work of equivalent difficulty and responsibility which provided the essential knowledge, skills, and abilities found in the referenced class.

4. Possession of an Associate in Science degree in a field such as Teacher Aide, Educational Assistant, Early Childhood Education or equivalent from an accredited community college which included successful completion of a practicum which involved instruction-related activities may be substituted for all of the General Experience and one (1) year of the Specialized Experience, but not for the one (1) year of Specialized Experience in a career education program.
5. Successful completion of coursework in a curriculum leading to a bachelor's degree from an accredited four (4) year college or university may be substituted for the General Experience on the basis of fifteen (15) semester credits for one-half (1/2) year of the experience provided that there is also a demonstrated awareness of basic educational programs, goals, functions, and activities which may have been gained through involvement in activities such as serving on school/community committees, advising youth groups, or taking part in parent/teacher/student meetings and activities.
6. Possession of a bachelor's degree in Education or its equivalent from an accredited four (4) year college or university may be substituted for all of the General and one (1) year of Specialized Experience, but not for the one (1) year of Specialized Experience in a career education program.
7. Possession of a Professional Diploma in Education or its equivalent from an accredited four (4) year college or university may be substituted for all of the General and one (1) year of Specialized Experience, but not for the one (1) year of Specialized Experience in a career education program.

**Quality of Experience:**

Possession of the required number of years of experience will not in itself be accepted as proof of qualification for a position. The applicant's overall experience must have been of such scope and level of responsibility as to conclusively demonstrate that he/she has the ability to perform the duties of the position for which he/she is being considered.

**Selective Certification:**

Specialized knowledge, skills and abilities may be required to perform the duties of some positions. For such positions,

Selective Certification Requirements may be established and certification may be restricted to eligibles who possess the pertinent experience and/or training required to perform the duties of the position.

Agencies requesting selective certification must show the connection between the kind of training and/or experience on which they wish to base selective certification and the duties of the position to be filled.

**Tests:**

Applicants may be required to qualify on an appropriate examination.

**Physical and Medical Requirements:**

Applicants must be physically able to perform, efficiently and effectively, the essential duties of the position which typically require the ability to read without strain printed material the size of typewritten characters, glasses permitted, and the ability to hear the conversational voice, with or without a hearing aid, or the ability to compensate satisfactorily. Disabilities in these or other areas will not automatically result in disqualification. Those applicants who demonstrate that they are capable of performing the essential functions of the position with or without reasonable accommodation will not be disqualified under this section.

Any condition which would cause applicants to be a hazard to themselves or others is cause for disqualification.

Any disqualification under this section will be made only after a review of all pertinent information including the results of the medical examination, and requires the approval of the Director of Human Resources Development.

**Mental/Emotional Requirements:**

All applicants must possess emotional and mental stability appropriate to the job duties and responsibilities and working conditions.

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This is an amendment to the minimum qualification specification for the class CAREER EDUCATION ASSISTANT, which was approved on November 19, 1991.

DATE APPROVED: 2/13/04      /s/ Dawn M. Young  
for KATHLEEN N. A. WATANABE  
Director of Human Resources Development